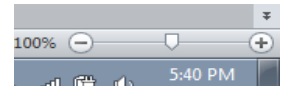


Find the Halogen URL by going to Work Tools and using the drop-down menu.

- If you forget your password, click on Forgot Password. Answer your security questions and set a new password.
- Halogen requires you to change your password every 365 days.
- Do not use your browser's ← back arrow.
- Check your screen size. If you are unable to see the entire form or pop-up box, set your zoom (lower right corner of screen) to 100%



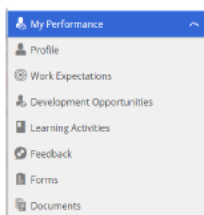
Halogen Home Page

The screenshot shows the Halogen Home Page for a user named Diane (test) Carol Gross. The page is divided into several sections:

- MENU:** A sidebar menu on the left with options like Home, My Performance, Task Status, My Employees, Reports, Talent View, Learning Library, Help, and Contact Us.
- TASKS you need to complete:** A section with a task titled 'Sign-off your appraisal' due on 8/17/2018.
- FEEDBACK:** A section for providing feedback, with options for 'Journal Note', 'Supervisor Note', and 'Recognition'.
- DEVELOPMENT OPPORTUNITIES:** A section showing 0/0 journal notes and 1/2 project management opportunities.
- WORK EXPECTATIONS:** A central section with 'On Track' and 'No Flag Set' indicators for 'Job Duty #1' and 'Job Duty #2'. It includes a '+ Create a new Work Expectation' button.
- PERFORMMINNEAPOLIS USER GUIDES:** A section with 'PerformMinneapolis User Guides' and 'Tennessee Warning' bookmarks.
- RECENT ACTIVITIES:** A 'Feed' section on the right showing recent updates and activities, such as 'Work Expectation' updates and '2018 January returned cases'.

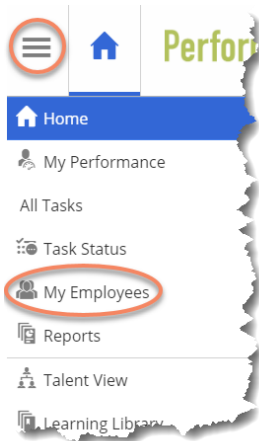
Callouts and annotations include:

- Arrows pointing from the 'MENU' and 'TASKS' sections to their respective areas on the page.
- A callout for 'WORK EXPECTATIONS' stating: 'Front and center on the page. Click + to add a new work expectation'.
- A callout for 'PERFORMMINNEAPOLIS USER GUIDES' pointing to the bookmark section.
- A callout for 'RECENT ACTIVITIES' pointing to the 'Feed' section.





My Performance
Go to My Performance to review your

- work expectations
- Development Opportunities
- Feedback you've entered;



The “My Employees” screen in Halogen

Click on Menu and select My Employees to view important information about your direct reports.

1. Employee name
2. Reporting relationships:
 - a. Click on  to see employees who report to one of your employees
 - b.  indicates that you have named a secondary manager for the employee who can access that employee’s information
3. Number of work expectations entered for the employee. Click on the number to view the expectations
4. Number of development plans entered for each employee. Click on the number to view the development plans
5. Feedback: Journal Notes, Supervisor Notes and Recognition entered for the employee. Click the number to view them.
6. Forms: PDFs of expectations, self-appraisals and performance appraisals.
7. Documents emails, pdfs, certificates, etc. that the employee has uploaded.

My Employees Feedback

Search First and/or Last Name Search Show All Advanced Search

Direct Reports All Reports

Filter By: Department = HR Search

Employees 1 2 3 4 5 6 7 Displaying 1 - 10 of 10

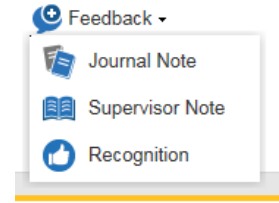
Last Name	First Name	Direct Manager	Rel...	Type	Work Expect...	Develop...	Feedback	Forms	Documents	Photo	Pr...
halogenSecondlevel	Karla	Diane (test) Carol Gross		Direct report	3	0	1	0	0		View
halogenSecondlevel	Henrietta	Diane (test) Carol Gross		Direct report	0	0	0	1	0		View
Halogen	Landon	Diane (test) Carol Gross		Direct report	3	1	1	2	0		View
halogenSecondlevel	Layla	Diane (test) Carol Gross		Direct report	1	0	1	0	0		View

Feedback

Three are 3 types of Feedback in Halogen

Journal Note: A comment written by the employee about themselves. A Journal Note can be deleted by the employee who created it.

Supervisor Note: A comment about an employee written by their supervisor. A Supervisor Note can be deleted by the supervisor who created it (the employee cannot delete Supervisor Notes).



Examples:

1. Compliments, acknowledgement of a job well done
2. Record of check in meetings—what was discussed, any tasks due
3. Record of performance conversations – *We met today to discuss errors occurring in work and formulated a plan to help.*

Recognition: An acknowledgment of an achievement or a positive acclaim of performance written by any City employee to another. Recognition can be deleted only if it was written by the supervisor of the employee being recognized. Otherwise, recognition cannot be deleted by either the creator or recipient.

The “Task Status” screen in Halogen

Click on Menu, select Task Status, and select the process you want to review, i.e., 2014 Performance Appraisal.

Review the information on your **Task Status** tab.

- Only the employees you are appraising are listed. (Please email perform.minneapolis@minneapolismn.gov if the list is not correct.)
- Shows which tasks have been completed and which tasks are ready for you to do.

PerformMinneapolis

Home My Performance My Employees **Task Status** Reports Talent View

Tasks Overview

2016 Performance Appraisal Demo Viewing: 2016 Performance Appraisal Demo

12/10/2016 Write appraisals for your direct reports 4 To-Dos

12/10/2016 Employee sign-off 4 Not Ready

12/10/2016 Sign-off appraisals for direct reports 4 Not Ready

12/17/2016 Second level supervisor sign-off

Search First and/or Last Name Search Show All Advanced Search

Process Tasks Assign to Other Manager...

Page 1 of 1 Displaying 1 - 4 of 4

First Name	Last Name	Write appraisals for your direct reports	Process Status	Modified Date	Due Date	Completed
Haley	halogenEmployee	Edit Form	View Status		12/10/2016	
Jessica	halogenEmployee	Edit Form	View Status		12/10/2016	
Mark	halogenEmployee	Edit Form	View Status		12/10/2016	
Melissa	halogenEmployee	Edit Form	View Status		12/10/2016	

Legend: Overdue My To-Do Their To-Do Sent for Review Not Ready Completed

Assign to Other Manager

On the Task Status tab, select the employee ✓, click “Assign to Other Manager”, enter the new manager’s name in the pop-up box.

The new manager MUST be a supervisor, i.e. writing performance appraisals in Halogen. If they are not please email perform.minneapolis@minneapolismn.gov

employee

1 Completed

Search First and/or Last Name Search Show All Advanced Search

Process Tasks Add New Work Expectation Assign to Other Manager...

Page 1 of 1

	First Name	Last Name	Finalize work expectations for your employee	Process Status	Modified Date	Due Date	Completed Date
<input checked="" type="checkbox"/>	Landon	Halogen	View Appraisal	View Status	2018/10/02	2018/10/31	2018/10/02

Displaying 1 - 1 of 1